

Correspondence Program

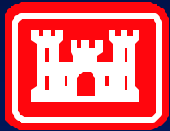
AIIM Corps Day

4 May 2001



Major Changes to AR 25-50

- **Omission of MARKS File Numbers (FNs) after Office Symbols from Correspondence**
- **Exemption Approved for the use of MARKS FNs on Correspondence**
- **Do not use other identifiers such as name, SSN, rank, contract or billing of lading numbers after Office Symbol.**
- **Eliminates Endorsements. (Use Memorandums)**
- **Do Not Use Electronic DoD Seal**



Major Changes to AR 25-50 (cont)

- Use Memorandums to correspond with other Federal Government Agencies
- Modifies “MEMORANDUM FOR” Line
 - Second Line Flush To Left Margin
 - Eliminates “ATTN” Acronym
 - Use parenthesis -
(CECI-TR/Ms. Barnes)
- Use Assigned Street Address